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22 October 1968

MEMORANDUM TO: Chief, Records Administration Staff

SUBJECT : Records Management Officers' Conference
22 - 23 October 1968

1. The Records Management Officers' Conference is over and I think most would say it was successful. There still remains the letters to be done, thanking all who contributed to the objectives of the Conference.

The total number personnel attending or participating in the endeavor is as follows:

Total registered conferees	82
Speakers/participants	5
Total	87

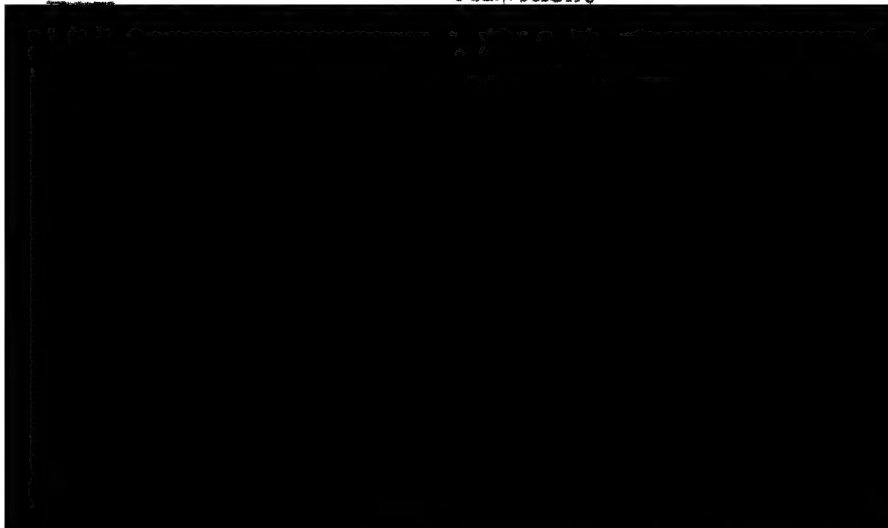
By Directorates

DDS	36*	DCI	2
DDP	24	DDI	12
DDS&T	8		

*Includes A&RC personnel

2. There were fourteen personnel registered to come that did not attend; they are as follows:

Name	Component
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25X1A

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Automatic
downgrading and
declassification

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Offices Not Represented

(DCI)

Executive Registry
Office Public Affairs
Office of Cable Secretariat
Office of General Counsel
Office of Legislative Counsel

Office of Inspector General
Audit Staff
Historical Staff
Office of National Estimates

(DDI)

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Office of Strategic Research [REDACTED]

(DDP)

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[REDACTED]

(DDS)

None

3. As Coordinator, I should like to extend my sincere thanks to the Staff for their cooperation in helping to make the Conference "go". Especially, I would like to cite the services of Miss [REDACTED] 25X1A
She willingly and quite enthusiastically went to [REDACTED] Monday, 21 Oct. 25X1A
and put in a good day's work, doing the things that needed to be done. 25X1A
Some tasks were of a menial nature, but still Miss [REDACTED] did them, 25X1A
which contributed to the overall effort. Miss [REDACTED] 25X1A
Monday, possibly foregoing any personal plans she may have had. During
the days of the Conference her assistance was commendable; she antici-
pated what needed to be done and responded accordingly. Please convey
to Miss [REDACTED] in whatever manner you consider appropriate my appreciation
for her contribution to the success of our Conference.

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[REDACTED]
Coordinator

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Distribution:

Orig - adse

1 - Conference File ✓

1 - RAB File (Commendation) ✓

1 - Records Center

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DDS/SSS/RAB/[REDACTED]:fms (29 Oct 68)

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